



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## ASSOCIATE INSURANCE COMPLIANCE OFFICER

**\$4,829 - \$6,048**

**CONSUMER SERVICES & MARKET CONDUCT BRANCH**

**RATING AND UNDERWRITING SERVICES BUREAU**

**LOS ANGELES**

**LIMITED TERM - 24 MONTHS**

### RESPONSIBILITIES:

Under direction, the Associate Insurance Compliance Officer assists consumers by independently obtaining and analyzing information in order to mediate and resolve complex consumer complaints regarding all lines of insurance, specific to rating and underwriting; identifies violations of the California Insurance Code and related regulations, laws, statutes and, with the facts found to exist, recommends enforcement action when necessary; acts as a conciliator in complex disputes and misunderstandings in an attempt to reach an amicable resolution between insurer and insured; completes assigned special projects and other related duties as assigned.

### DESIRABLE QUALIFICATIONS:

Three years of experience in insurance underwriting or insurance consumer services; graduation from college with a bachelor's degree is highly desirable, however, experience will be accepted in place of the college degree on a year-for-year basis. Candidates must have knowledge of insurance practices and the laws and regulations applicable to insurance, along with good analytical and verbal/written communication skills and ability to utilize standard computer software applications.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Insurance Compliance Officer level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

07/13/15 MR

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### DO NOT SUBMIT APPLICATIONS TO CalHR

*"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."*

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**APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

**DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. **PLEASE INDICATE “Associate Insurance Compliance Officer, PSN # 413-371-8562-650” ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3308.

**FINAL FILING DATE:** July 27, 2015 by 5:00 p.m. – Close of Business

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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